July 1999

Dear FISAP Users:

We are pleased to release the 2000-2001 FISAP for Windows software, Version 2.0. We have enclosed the following items with this letter:

- Five high density FISAP for Windows software diskettes;

- Reminder on backup and FISAP database optimization;

- Product Enhancements List (see page 8 of this letter);

- FISAP Processing Overview and Checklist (see page 12 of this letter);

- *Installation Guide for FISAP for Windows;* and

- *FISAP Desk Reference.*

Note: The U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web page, http://ifap.ed.gov, has the electronic copy of the *FISAP Technical Reference* and the *FISAP Instruction Booklet*.

What the Software Contains

The FISAP for Windows software includes:

- The Fiscal Operations Report for program participation during the Award Year July 1, 1998 through June 30, 1999. Federal regulations state that if you spent funds in 1998-1999 or have a Federal Perkins Loan Fund, you must submit a Fiscal Operations Report.

- The Application to Participate for the Award Year July 1, 2000 through June 30, 2001, in the following three campus-based programs:

    - Federal Perkins Loan

    - Federal Supplemental Educational Opportunity Grant (FSEOG)

    - Federal Work-Study (FWS)

- Reallocation Form

Note: The Reallocation Form must be completed and transmitted to the Department by **August 27, 1999** if your institution plans to release unexpended Campus-Based program funds or request Supplemental Federal Work-Study funds.

What You Should Do

- Review the information enclosed with this letter.

- Use the enclosed *Installation Guide for FISAP for Windows* for assistance while installing FISAP for Windows, Version 2.0.

- Receive and transmit your FISAP information to ED via the Title IV Wide Area Network (WAN) network using your EDconnect software.

If You Need Further Information

The FISAP Customer Service staff of the Central Processing System (CPS) can handle all of your questions regarding the Windows FISAP software including:

- Installation issues;

- Software problem resolution;

- Software functionality; and

- Technical assistance.

You can reach them Monday – Friday, 7:00 a.m. – 7:00 p.m. (CT), at **800/330-5947.** You may also e-mail inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM**. A representative will respond within 24 hours.

Sincerely,

CPS Customer Service

Enclosures

FISAP for Windows, Version 2.0

FISAP for Windows Installation

Please refer to The *Installation Guide for FISAP for Windows* for information about:

- System (hardware and software) requirements;

- How to estimate the amount of hard disk space you will need on your computer;

- Local Area Network (LAN) recommendations;

- Installation instructions for both stand-alone and network systems; and

- How to get started using the software (log in instructions and how to get help).

Reminders

Back up Your Database Weekly

You should back up your FISAP database file, FISAP0.MDB, on a regular basis. We recommend that you back up your files at least weekly. FISAP for Windows does not include a backup utility; therefore, you must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

Software Utilities

The FISAP for Windows software contains database utilities that allow you to optimize your database if you encounter problems. We recommend that you repair and compact your database once a week. If both are successful, back up the database (see section above).

Run the database utilities in the following order:

1. Repair database
2. Compact database

For specific information regarding repair and compact, see the appropriate section below.

Repair Database

The repair database utility resolves inconsistencies (also called a database corruption) in records storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while FISAP for Windows updates your records.

FISAP may not detect database corruption, so if your system behaves unpredictably (for example, you start getting database error messages), use the Repair Database Utility.

Running this utility weekly helps to prevent database problems.

Warning: Before using this utility, be sure you have space available on your hard drive that is at least equal to the current size of the database.

Compact Database

The compact database function improves the performance of FISAP for Windows by optimizing the database (FISAP0.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in FISAP for Windows, the database file can become fragmented. When you compact the database these fragmented files are stored in adjacent sectors. As a result, your FISAP for Windows database files will be smaller and the computer can find them more easily.

Running this process weekly helps to prevent these problems.

Warning: Before using this utility, be sure you have space available on your hard drive that is at least equal to the current size of the database.

FISAP Prior Year Data File

The Campus-Based contractor will place the Prior Year Data file (FPYD01OP) in your Title IV Wide Area Network (TIVWAN) mailbox by **August 1, 1999**. Use EDconnect for Windows to access your TIVWAN mailbox and FISAP for Windows to verify your FISAP data. If you need assistance with receiving the FISAP Prior Year Data file, refer to your EDconnect for Windows Desk Reference or call TIVWAN Customer Service at 800/615-1189, Monday – Friday, 7:00 a.m.– 10 p.m. (CT). You can also email your questions to T4WAN@NCS.COM or fax them to 319/339-6983. You must send the updated FISAP data to the Campus-Based contractor via EDconnect for Windows by **October 1, 1999.**

Reallocation Form

We have included the Reallocation Form in this year's FISAP software.

Note: The Reallocation Form must be completed and transmitted to the Department of Education (ED) by **August 27, 1999** if your institution plans to release unexpended Campus-Based program funds or request supplemental Federal Work-Study funds. You **must** set up the Reallocation Form before you begin to complete your current year FISAP record. Please refer to the FISAP for Windows Help Text for complete information.

Compliance Certifications

You are required to print the 2000-2001 Drug-Free Workplace, Anti-Lobbying, and Debarment Certification forms directly from the FISAP for Windows software. The FISAP Instruction Booklet and online help within the software gives you specific instructions on how to print these compliance certification forms and where they are to be mailed.

Requesting Under Use of Funds Waiver

If your institution is returning more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 1998-99 award year, you will receive a reduction of that program's 2000-2001 allocation in the same amount of the 1998-99 funds that were returned.

You may request a waiver of the under use penalty by selecting the "Yes" box in Part II, Section E, Line 8 and providing a written explanation of the circumstances that caused the under use of your allocation on the FISAP for Windows Additional Information Screen. If you need to send additional documentation to support your written explanation, you may include it with your signature page and certification forms.

A review panel will consider each waiver request. Institutions will receive the approval or denial decision of their request by **November 18, 1999**.

Complete FISAP Submissions

A complete FISAP submission to the Campus-Based contractor consists of the following items:

- Transmission of a completed electronic FISAP through TIVWAN;

- Receipt of the following documents printed from the FISAP for Windows software with original signatures:

  - FISAP signature page,

  - Compliance certification forms; and

- Any additional documentation you are submitting with your Under Use of Funds waiver (if applicable).

Refer to the *FISAP Instruction Booklet* on the IFAP Web site for complete mailing instructions. Your FISAP signature page and compliance certifications must be postmarked no later than **October 1, 1999.** Your electronic FISAP data must also be transmitted by **October 1, 1999**. Any questions that you have concerning the preparation of the FISAP should be referred to the appropriate Campus-Based Financial Management Specialist. An online list of the Financial Management Specialists and their phone numbers is available within the FISAP Help menu and is included in the *FISAP Instruction Booklet*.

FISAP Edit/Verification Files

The Campus-Based contractor will place the edit verification file (FIDT01OP) in your mailbox by **November 15, 1999**. Using the FISAP for Windows software to update the FISAP data, you must return the edited FISAP data to the Campus-Based contractor via EDconnect for Windows by **December 15, 1999.** All institutions that applied for funds will receive their tentative awards from the U. S. Department of Education by **February 1, 2000** and final awards by **April 1, 2000**.

Acknowledgement Files in Edconnect

The Campus Based system will return an acknowledgement for every file that it receives from you. The file will be sent over Title IV WAN as a text file and may be viewed from within the EDconnect software.
You may open the file within EDconnect using either the Activity Log View or the Text File View.

To open the file from the Activity Log, go to **File, New, Activity Log View** to open the Activity Log. Next, find the entry for the received acknowledgment file (the entry will be in blue). Tab or scroll to the right until you find the File Name column. Double-click on the name of the acknowledgement file (i.e. C:\IAM\Data\FEDA01OP.DAT). When you double click on the name, the file will open within a text window. You may then print the file by selecting **File, Print**.

To open the file from EDconnect's Text File View, go to **File, New** and select Text File. This will open up a blank text editor. Then, go to **File, Open**, and select the file you wish to open, then click **Open**. The file will then appear in the text window. You may print the file by selecting **File, Print**.

Product Enhancements List

FISAP for Windows has many improvements and changes. FISAP for Windows, Version 2.0 only runs on Windows 95, Windows 98, or Windows NT (version 4.0) operating systems.

32-Bit Environment	The most noticeable change for 2000-2001 is the move into the Microsoft Windows 32-bit environment. This change allows us to offer you many new features, more flexibility in the working with records, and faster processing throughout the software.
Setup	We added the Reallocation Form in **Setup**. **Setup** now allows multiple user ID's with System Administrator access.
Import	We added a new import type, **External Data**.
Export	Certain edits if not resolved will prevent the export process. For more information see Export Edits You Must Correct in the FISAP Help Text.
Print	We added the Reallocation Form in **Print** under report.
Reports	We removed Federal Perkins Loan-Expanded Lending Option (ELO) from reports.
Global Delete	You can now delete inadvertently created new school.

Message Classes	FPYD01OP.*	Import Prior Year Data
	FIDT01OP.*	Import Edit Data
	FYTD01OP.*	Import Year to Date Replacement Data.
	FCUR01IN.*	Export Current FISAP Edit Data.
	FEDT01IN.*	Export FISAP Edit Data.
	FREL01IN.*	Reallocation Data.
	FEXT01OP.*	Import External Data

Tools	We added a new tool option, **File Management**.
Validation Process	You cannot export if negative values exist.
Acknowledgement Records	The Campus Based system will send you an acknowledgement record for each type of file that you send to them. You will be able to view the acknowledgement records in the *EDconnect for Windows* software.

	FEDA01OP.*	FISAP Edit Acknowledgement File
	FCUA01OP.*	FISAP Receipt Acknowledgement File
	FREA01OP .*	Reallocation Acknowledgement File

User Interface

Windows presents options with pictures, as well as with text. Instead of trying to remember a command to type, you can point to an option on a menu or an object on the screen and click it with your mouse, much as you might point to an object with your finger. Windows also makes managing your files and applications much easier by displaying the structure of your directories graphically and by arranging your programs into groups.

Windows also establishes a common base or standard for the applications that you use. As much as possible, software companies use these Windows standards for features such as menus and keystrokes in developing their products. For you, that means spending less time trying to learn new programs.

Windows 95 and Windows NT are the next generation of Windows. Instead of being just user interfaces on top of MS-DOS, Windows 95 and Windows NT themselves are operating systems that surpass many of the limitations of MS-DOS. They make better use of today's PC hardware and software than MS-DOS could and are designed with features specifically for network connectivity and management.

Online Help

To access online help, use one of the following methods:

- Click Help on the menu bar;
- Click the Help button available in many dialog boxes;
- Select a dialog box item or command, and then press the F1 key; or
- Click on the toolbar arrow/question mark button, and then click on menu items on the toolbar.

You can view the main list of help topics by selecting **Help, Contents** from the FISAP for Windows menu bar. If you are unfamiliar with using online help within Windows applications, select **Help, Using Help** from the FISAP for Windows menu bar.

Within many help topics, the heading How Do I...? appears at the end of the topic discussion, followed by a list of procedures related to the topic. Click on a procedure to see the steps for performing the procedure.

To access a complete list of procedures, select **Help, How Do I...?** on the FISAP for Windows menu bar. For information on using and printing Help, click **Help** from the Toolbar, then **Using Help.**

Press F1 to display help on the menu option you have selected, or place your cursor on any input field and press F1 for help on that field. Most dialog boxes also have a Help button that displays help for the dialog box and its fields.

Printer Names Required for FISAP Printing

The FISAP forms require specific printer fonts to print correctly on the page. The FISAP for Windows software is designed to use the correct fonts by printing to specific Hewlett-Packard (HP) printer names. For example, if you print your FISAP forms to a HP LaserJet IIISi model, the printer name must have 'HP3' somewhere in the printer name. Similarly, if you use a HP LaserJet 4 model, the printer name must have 'HP4' in the printer name, and if using a HP LaserJet 5 model, the printer name must have 'HP5' in the printer name. Changing the printer name should not affect printing in other software.

For Windows 95 and Windows NT users, go to **Start, Settings, Printers** and highlight the printer you wish to use, and click once using the right mouse button. A pop up menu will appear with a 'Rename' option. Select **Rename** and change the printer name to add the HP3, HP4, or HP5 to the printer name depending on the printer model you will use for FISAP printing. For Windows NT users, if the Rename option does not appear, this is an NT networked printer and the network printer queue name must be changed. See your network system administrator to have the printer queue name changed.

We tested the following printers, which are supported in Windows NT 4.0, Windows 95, and Windows 98:

- HP LaserJet IIISi
- HP LaserJet 4
- HP LaserJet 4000N
- HP LaserJet 4M
- HP LaserJet 4Mplus
- HP LaserJet 4Si
- HP LaserJet 5M
- HP LaserJet 5Si
- HP LaserJet 5SiMX
- HP LaserJet 6MP

Hints from ED

1. In processing the FISAP data, when an edit covers two or more pages, the edit message will display on the last page when "save" is selected. To view or correct the entry on a previous page, you must select "cancel"; (selecting "fix" will not allow you to leave the last page).

2. The FISAP for Windows software will automatically run **Process, Validate** prior to exporting. It is advisable that schools review the results of this process since it may include edits that compare data on more than one tab. Please note that the software does include edits that require resolution before the import process will continue.

3. It is advisable that schools print an Edit Compare Report when importing the Edit File to determine whether to overwrite current FISAP data with the data contained in the Edit Report Data File.

The Electronic FISAP Process

The following is a simplified overview of the steps required to complete the electronic FISAP using EDconnect for transmission over the Title IV WAN. Detailed information about the data that is to go into each field can be found in the *FISAP Instructions Booklet* and by accessing the Help text from within the software.

For more detailed information please access Help from within the software and click on the green **How Do I…?** to the right of each step heading. From within Help, you may also print these process steps by clicking the **Print button** on the tool bar at the top of the window. To view and print a less detailed checklist that you can check off each step as you go along, click **The Electronic FISAP Checklist** under the related topics heading.

Note: New schools will not have prior year data.

Step One: Installation and Setup

You will install FISAP following the directions from the *Installation Guide*. FISAP will be installed to the EDESuite 1999-2000 program group. Next, add and modify user information for those who will access FISAP. Users of the software **must** have a security access level of all functions except utilities and security, or higher. To modify users, you must know their passwords.

1. Install the software (see *Installation Guide* for more instructions).
2. Select **Tools, Setup, Security**.
3. Select **Add or Modify**.
4. Enter **User ID, Password, and Access level**.
5. Select **Save**.
6. Select **File, Close** (or click the Close File icon).

Step Two: Transmission Setup

Users may choose to have the FISAP automatically prepare the export files for transmission. To set for automatic creation of export files:

1. Select **Tools, Setup, Security Users**.
2. Click the **Export to EDconnect** checkbox.
3. Click **OK**.

Step Three: Importing

New schools will not have prior year data to import and will need to select **File, New** from the main menu and enter their data in Parts I & II.

Continuing schools initiate school files by importing the **Prior Year Data** electronic FISAP file.

1. Select **File, Import** (or click the Import icon).
2. Select **Prior Year Data** from the Import type list.
3. Verify that the correct message class (FPYD01OP.*) appears in the **Import From:** dialog box.
4. Select where output destination should be: **Printer, File,** or **Screen.**

New schools skip steps four and five.

Step Four: Funding Level Setup

Continuing schools will have the Funding Levels set by importing the Prior Year data file (see Step Three). New schools will enter their funding level requests on the Application Tab.

1. Select **Tools, Setup** from the menu bar.
2. Click **Funding Levels**.
3. Click your **School's ID** if more than one school is defined on your database.
4. Click **OK**.
5. View funding levels and, if incorrect, use the **revised** column to change the information.
6. Click **Update**.
7. Click **OK**.
8. If more than one institution is defined, click on **Schools** and repeat steps 3 through 7 until complete.
9. Click **Close**.

Step Five: Reallocation Form Setup

Continuing schools will need to complete section A of this form if they have unexpended 1998-1999 FSEOG, FWS, and/or Perkins Loan funds. If a continuing school wishes to request supplemental fund FWS funds for the 1999-2000 award year, they must complete section B.

1. Select **Tools, Setup** from the menu bar.
2. Click **Reallocation Form**.
3. Click your **School's ID** if more than one school is defined in your database.
4. Click **OK**.

5. Enter the **unexpended fund amounts** requested in section A, or the **supplemental funds request** in Section B.
6. Click **Update**.
7. Click **OK**.
8. If more than one institution is defined, click on **Schools** and repeat steps 3 through 7 until complete.
9. Click **Close**.

Step Six: Updating

Once the first file has been imported, you can enter your FISAP data. The steps for updating data in the FISAP file will be the same each time an edit file is imported. The software will allow the submission of the electronic FISAP as many times as needed.

FISAP will allow a user to prepare multiple FISAPs (for multiple campuses). If multiple school files are set up, the software will prompt for which file is needed when functions such as **Open, Print, Export, etc.,** are selected.

1. Select **File, Open** (or click the Open File icon).
2. Choose the desired school (only if multiple school files are set up).
3. Select the section of the FISAP to be completed by clicking on the appropriate Tab at the bottom of the screen, such as **Application**.
4. Enter data or data changes on each page. To switch between pages click the large, bolded number icons at the top of the screen.
5. Upon completion of each section, select **File, Save** (or click the Save icon) then click **OK** and respond to edits (if applicable) by changing data or providing answers.
6. Click **OK**.

Step Seven: Validation Process

Before exporting the file, users will run the validation process with the record closed.

1. Select **Process** from the menu bar.
2. Click on **Validate**.

The Validate process allows you to run the edits against your current FISAP data. This process can be run at any time, with the record closed, by selecting **Validate** from the Process menu. If you have more than one school on your database, select the school you want to validate and then click **OK**. This process is also run automatically before an export file is created.

Step Eight: Exporting

Users will export and transmit their FISAP data, Edits, and Reallocation data via EDconnect.

1. Select **File, Export** (or click the Export icon).
2. Select the export type.
3. Verify that the correct file name appears in the **Export To:** field.
4. Select **OK**.
5. **Click to agree with the terms indicated in the agreement dialog box.**
6. Select the School to export.
7. Click **OK**.
8. If export edits appear that require correcting before the export process can continue, open the FISAP record and make the corrections. Then perform steps 1 through 7 again.
9. Open EDconnect and transmit the data.

Step Nine: Signature Page

Users **must** print the signature page for the current FISAP data.

1. Select **File, Close** (or click the Close File icon).
2. Select **File, Print** (or click the Printer Icon).
3. Select **FISAP Form** and check **Identification** or click on your **down** arrow beside **Reports** and select **Signature Page**.
4. Select **Printer** as the output destination.
5. Click **OK**.

Step Ten: Certification Forms

Along with the original copy of the FISAP signature page, users **must** also print their combined Drug-Free Workplace, Anti-Lobbying, and Debarment certification for the 2000-2001 award year.

1. Select **File, Close** (or click the Close File icon).
2. Select **File, Print** (or click the Printer Icon).
3. Select a form; e.g. **Debarment Form**.
4. Select **Printer** as the output destination.
5. Click **OK**.

Step Eleven: Mail

Users **must** mail completed **signature page** and **certification forms** with all required original signatures to:

> **UAL**
> **8300 Colesville Road**
> **Suite 500**
> **Silver Spring, MD 20910**

Step Twelve: Corrections

You **must** resolve all edits that are returned to you (if applicable) and retransmit them.

1. Import **FISAP** edit file (FIDT01OP.*).
2. Make necessary corrections on each tab.
3. Save the file.
4. Run **Process, Validate** to make sure all edits are resolved (if applicable).
5. Export the file and transmit.

You are not required to re-send the signature page and certification forms with the edit file.

The Electronic FISAP Checklist

Continuing Schools

❑ **Setup**
- Security Groups: Define specific security groups and task levels under **Tools, Setup, Security Groups**.
- Security Users: Add user IDs within the Security Groups for those who will need access to the FISAP data under **Tools, Setup, Security Users**. Click the **Export to EDconnect** checkbox to have files automatically sent to EDconnect for transmission.

❑ **Import Prior Year Data File** (**FPYD01OP.***)
- Import your electronic FISAP file.
- Review your funding levels under **Tools, Setup, Funding Levels** and adjust if necessary.
- Reallocation Form: Complete section A and/or B as appropriate for your institution under **Tools, Setup,**

❑ **Reallocation Form**.
- Print out the FISAP form, if you wish, to review and distribute (if more than one office is working on the FISAP).

❑ **Update**
- Choose **File, Open** and select your school.
- Enter the required information on each tab applicable to your school.
- Correct or explain any edits met in the provided dialog box.
- Click **File, Save** (or click the Save icon {bmc TOOLB-4.BMP}).
- Print the form for your records.

❑ **Export the Reallocation Form (FREL01IN.*)**
- Complete section A if you had unexpended 1998-1999 FSEOG, FWS, or Federal Perkins Loan funds.
- Complete section B if you wish to request supplemental FWS funds for the 1999-2000 award year.
- Select **File, Export** from the main menu.
- Select **Reallocation data** as the export type.
- Transmit your FISAP data via **EDconnect**.

❑ **Export the FISAP Data File (FCUR01IN.*)**
- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Select **Current Year data** as the export type.
- Transmit your FISAP data via **EDconnect**.

❑ **Print**
- Print, sign and mail your **signature page** and **certification forms** to the correct address.

❑ **Import FISAP EDIT File (FIDT01OP.*)**

- Select **File, Import** from the main menu.

- Select **Edit Report Files** as the import type.
- Resolve all edits returned to you (if applicable) and retransmit. Follow this procedure for each stage of edits

❑ **Export the Edit File (FEDT01in.*)**
- Make sure all necessary information has been entered.

- Select **File, Export** from the main menu.

- Select **Edit data** as the export type.
- Transmit your FISAP data via **EDconnect**. You are not required to re-send the signature page and certification forms with the edit file.

New Schools

❑ **Setup**
- Security Groups: Define specific security groups and task levels under **Tools, Setup, Security Groups**.
- Security Users: Add user IDs within the Security Groups for those who will need access to the FISAP data under **Tools, Setup, Security Users**. Click the **Export to EDconnect** checkbox to have files automatically sent to EDconnect for transmission when exporting.

❑ **Update**
- Choose **File, New** and enter your school's name and address.
- Click **File, Save** (or click the save icon {bmc TOOLB-4.BMP}).
- Complete Parts I and II, and any additional information that may be necessary on the additional information tab.
- Print the form for your records.

❑ **Export the FISAP Data File (FCUR01IN.*)**
- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Transmit your FISAP data via **EDconnect** .

❑ **Print**
- Print, sign and mail your **signature page** and **certification forms** to the correct address.

❑ **Import FISAP EDIT File (FIDT01OP.*)**
- Resolve all edits returned to you (if applicable) and retransmit. Follow this procedure for each stage of edits.

❑ **Export the Edit File (FEDT01in.*)**
- Make sure all necessary information has been entered.
- Select **File, Export** from the main menu.
- Select **Edit data** as the export type.
- Transmit your FISAP data via **EDconnect**. You are not required to re-send the signature page and certification forms with the edit file.